

EARLY GRADUATION PROCEDURE (INS-P017)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for requesting early graduation.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principals

3.0 APPROVAL AUTHORITY:

- 3.1 High School Director or designee

4.0 DEFINITIONS:

- 4.1 None.

5.0 PROCEDURE:

- 5.1 Parent/Guardian and student make a written request for early graduation and submit request to school principal. Counselor outline of adjusted educational plan should accompany this request.
- 5.2 Principal accepts or denies the request.
- 5.2.1 If denied, principal responds in writing to the Parent/Guardian and student informing them of his/her decision by August 31, or within 15 days of the request is made during the school year.
- 5.3 Principal accepts the request and forwards the request and the accompanying educational plan to the High School Director.
- 5.4 High School Director (HSD) accepts or denies the request.
- 5.4.1 If denied, HSD responds in writing to the Parent/Guardian and student informing them and informs the principal of his/her decision.
- 5.5 HSD accepts the request and forwards to the request to the Director of Schools or designee.
- 5.6 Director of Schools or designee accepts or denies the request.
- 5.7 Director of Schools responds in writing to the Parent/Guardian and student informing them of his/her decision to grant or deny request. HSD and Principal are informed of the decision.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Letters
- 6.2 Early Graduation Policy ([INS-A028](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Letters	Cumulative Folder	Indefinitely	Permanent	Secured Building

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/18/07		Initial Release
5/11/11	A	Added "or designee"
9/25/12	B	Add educational plan to sections 5.1 and 5.3. Add "or within 15 days..." to 5.2.1.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

***** End of Procedure *****

